

# **CS/MC Frequently Asked Questions**

## **Where do I find the application form and instructions?**

Application forms and instructions are available on [CourtNet](#) and [mdcourts.gov](#)  
Human Resources/Office of Professional Development/Court Supervisor/Manager Certificate

## **Who should I ask to write my letter of recommendation?**

Your highest Administrative Official should write your letter of recommendation (e.g. Clerk of Court, Administrative Clerk, Department Director).

## **Do I have to type my essay?**

It is preferred that you type and sign your essay.

## **Does an employee need to be a supervisor or manager to apply?**

Former Court Professional Certificate (CPC) graduates may apply as well as CPC students due to graduate in November of 2009. Lead workers may also apply. Outside of those categories, an employee needs to be a supervisor or manager.

## **Is this program open to county Judiciary employees?**

It is not; however, the new Institute for Court Management (ICM) Program is open to county Judiciary employees as well as state Judiciary employees.

## **May I apply for both the CS/MC and ICM programs?**

No. You must choose to apply to one or the other. Both begin in January 2010.

## **Where and when will the courses be held?**

All courses will be held at the Judiciary Education & Conference Center in Annapolis. The 2010 dates are January 27 & 28, April 14 & 15, August 26, October 13 & 14. Class times are from 9:00 a.m. to 4:00 p.m.

## **How long will the program take to complete?**

The program will take three years to complete, taking four courses per year. Most courses are two days in length.

## **Is there a monetary bonus attached to the CS/MC Program?**

Yes. Graduates who complete the program's 12 courses will receive a one-time bonus equivalent to the annual amount of the Judiciary tuition reimbursement program.

## **Do I need to complete a journal?**

Yes. After each course, participants must complete a journal entry and be ready to share it with others at the next course.

**May I fax or e-mail my application?**

No. Only originals will be accepted. Make copies for you, your supervisor, and your administrative official. The mailing address is on the application form.

**What are the differences between the CS/MC program and the ICM program?**

A special information sheet has been created to compare these two programs as well as the Court Professional Certificate (CPC) program. It is located on Court-Net and [mdcourts.gov/Human Resources/Office of Professional Development/Court Supervisor/Manager Certificate](http://mdcourts.gov/HumanResources/OfficeofProfessionalDevelopment/CourtSupervisor/ManagerCertificate).

**Will there be an information session conducted?**

Yes. An informational webinar will be held on Thursday, September 10, 2009, from 1:30 p.m. to 2:30 p.m. Webinars are conducted by a presenter using Lotus Notes. Your computer is used to view a PowerPoint presentation and your telephone for a conference call. There is no need to leave your office. For those who do not have Lotus Notes, you are welcome to join the conference call.

If you are interested in attending the webinar, **e-mail** Nancy Kline of the Judiciary's Office of Professional Development at [Nancy.Kline@mdcourts.gov](mailto:Nancy.Kline@mdcourts.gov).

**What is the application deadline?**

Completed application packets must be received in the Office of Professional Development by October 30, 2009.

**Who should I contact if I have more questions?**

Contact Nancy Kline in the Office of Professional Development at (410) 260-3604 or at [Nancy.Kline@mdcourts.gov](mailto:Nancy.Kline@mdcourts.gov)